

How to Enrol

Please read this section before completing the enrolment form.

If you have any queries, please email enquiry@abingdon-witney.ac.uk or telephone **01235 555585** or **01993 703464**. Please be aware that our phone lines are very busy during peak enrolment times.

If you are unsure about the type of course you wish to undertake and would like further advice and guidance on career options, please contact the Guidance Officer on **01235 216439**.

Part-time Courses

Part-time courses are identified by the second letter of the course code – P, S or C. Once you have chosen the course you wish to study, you will need to complete the enrolment form in the centre of this prospectus. Please do not wait until the last minute to enrol on the course of your choice. Decisions are taken to cancel courses that are under-subscribed, about a week before the course is due to commence. It is a requirement of our funding bodies that an enrolment form is completed for every student. By signing the enrolment form you are agreeing that the College can process your personal information. Without a signature we are unable to process your enrolment and therefore unable to offer you a place on the course. All personal information is confidential and Abingdon & Witney College is registered under the Data Protection Act 1998. Please ensure that you use your legal name(s) and not nicknames on the enrolment form.

Higher Education Courses

Foundation Degree and HE courses are highlighted by the second letter of the course code being an H. Please contact The Hub on **01235 555585** or email enquiry@abingdon-witney.ac.uk or check the Higher Education pages on the website www.abingdon-witney.ac.uk for how to apply. Please do not use the College enrolment form. All fees for the HE courses are payable to the validating university at the time of enrolment. There is no fee remission but HE Student Support is available. An application pack (PNI) is available from reception. Funding information is available at www.unimoney.direct.gov.uk For some HE courses an additional materials fee is required (payable to Abingdon & Witney College). You will be advised by letter if this applies to your course.

Full-time Courses and Apprenticeships

Full-time courses and Apprenticeships are highlighted by the second letter of the course code being an F or an M. Please complete the enrolment form in the centre of the prospectus and send it to us at the address below. Do not send any payment with the form. On receipt of the form we will invite you for an interview to discuss your application and to check that the course is suited to your needs. Students enrolling on full-time courses may be required to attend an induction day near the end of July and also an enrolment day during the first week of September. You will be required to pay for your course during the enrolment day. A reduction in fees is available should you fall into the fee remission categories.

Full details of induction and enrolment will be sent to you after you have been offered a place on the course. For enquiries regarding applications please contact the Hub on **01235 555585** or email enquiry@abingdon-witney.ac.uk

Short Business Courses

Please use the enrolment form in the centre pages. For more information call our Employer Engagement Unit on **01235 861706** or email abs@abingdon-witney.ac.uk

Payment

Please note that information about payment of fees is correct at time of going to press and is subject to change. Payment can be made in the following ways:

Cash – Only accepted if enrolling in person

Cheque – Made payable to Abingdon & Witney College

Debit or Credit Card

Employer to be Invoiced – A confirmation letter from the employer must accompany the enrolment form.

Installments – Please refer to Installment Policy

Fees

All fees become payable on completion of an enrolment form either by the learner or their employer/sponsor.

Fees that are advertised in this course guide are made up of a tuition fee + a materials fee (where appropriate) + an examination registration fee (where appropriate). Where an examination, registration or materials fee is not included in the original price, you may be required to pay such a fee during the course of your choice. Upon payment, you will receive a receipt that will show you the breakdown of fees that you have been charged. Please keep this in a safe place in case queries should arise.

Fees listed in this course guide do not apply to applicants without a permanent right to remain in the UK (except EFL courses).

Fee information for these applicants will be provided on application.

Making Learning Accessible

We want to make learning accessible to everyone. If you don't qualify for a concession, but have genuine difficulty in paying your course fees, you may be eligible for a Learner Support Fund. Please email enquiry@abingdon-witney.ac.uk for further details. Please supply your up to date award notice upon enrolment. Only learners in receipt of working tax credit and with a household income of less than £15,050 will be eligible. Please note that if you wish to claim a reduction in fees

YOU MUST ENROL IN PERSON AND BE IN RECEIPT OF ONE OF THE FOLLOWING:

- » Income related Employment and Support Allowance
- » Housing Benefit
- » Income Support
- » Job Seekers Allowance
- » Pensions Credit (Guarantee Credit)
- » Working Tax Credit (With a household income of below £15,050 per annum)
- » Under 19 and over 16 on August 31st 2010

- » Eligible for Level 2 Entitlement and over 19 (All adults (19+) without a FULL Level 2 qualification are entitled to enrol onto a FULL level 2 programme, best suited to their needs, and pay only exam and material fees.)
- » Eligible for Level 3 Entitlement and age 19-24 (Adults aged 19 - 24 at the 31st August 2010 without a FULL Level 3 qualification are entitled to enrol onto a FULL Level 3 programme and pay only exam and materials fees.)

(Please note that Level 2 and Level 3 Entitlements are only available on full Level 2 or full Level 3 qualification courses).

*The Level 2 and 3 Entitlement is not a guarantee of a place and is subject to availability. You will be asked to sign a declaration that you do not already hold a full Level 2 or 3 qualification. Please ask in The Hub if you are unsure if your current qualifications fall into either category. Some courses do not qualify for 100% fee remission.

These include:

- » Where “no remission” is stated in the text
- » Where the second character of the course code is C (25% will be deducted from the tuition fee for these courses, however students under 19 and over 16 must pay in full)
- » Where your course is being sponsored by an employer
- » Where the second character of the course code is H
- » Where the second character of the course code is S

Please note – all students aged 19 and over are required to pay materials and exam fees, even when tuition fees are waived. We do not normally enrol students under the age of 16 unless the course they are enrolling for is specifically targeted at people of a younger age. Students under the age of 16 who wish to enrol onto a mainstream course should contact the Hub to discuss their request.

Returning your form

We regret we cannot take your enrolment details over the phone.

• By Post

Please send your enrolment form to:

The Hub Office
Abingdon & Witney College
FREEPOST (OF1653)
Abingdon. OX14 1BR

or

The Hub Office
Abingdon & Witney College
FREEPOST (SCE 13942)
Witney. OX28 6BR

If enrolling on a Short Business Course please return your form to:

The Short Course Co-ordinator
Advanced Business Solutions
Abingdon & Witney College
FREEPOST (OF1653)
5g Milton Park
Abingdon. OX14 4RR

• In Person

Staff at your local campus will be pleased to help you.

- Abingdon Campus Reception,
Wootton Road, Abingdon OX14 1GG
- Witney Campus Reception,
Holloway Road, Witney OX28 6NE
- Advanced Business Solutions,
5g Milton Park, Abingdon OX14 4RY

Your place on the course will not be confirmed until payment is received.

Refunds

If your course is cancelled due to low numbers, the College will aim to contact you at least 3 working days before the course is due to start. Refunds in full are automatically issued on cancelled courses. If you are unable to attend your course and wish to claim a refund, you must write to the Head of Finance. Refunds are normally only made for illness and applications for a refund on this basis must be accompanied by a doctor's certificate. Refunds for other special circumstances are at the discretion of the Head of Finance and a written application must be made.

If you require further information on any of these points, please contact the Hub Office at either the Abingdon Campus on **01235 555 585** or the Witney Campus on **01993 703 464** or email: studentfinanceocf@abingdon-witney.ac.uk

Please note that if you withdraw from your course, your fee is still due, except in special circumstances as described above.

Abingdon & Witney College has taken every effort to ensure that this prospectus is as accurate as possible at the time of going to print. It is intended as a general guide to college courses and facilities, and forms no part of a contract. The College reserves the right to make changes or withdraw, without notice, any of the course facilities or support described.

Safeguarding and Criminal Convictions

Abingdon & Witney College has a duty to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its employees. It also has a duty to conduct its business in such a way as to ensure that students, visitors and contractors are not thereby exposed to risks to their health and safety. Abingdon & Witney College is fully committed to discharging this duty. The College is also committed to inclusion and widening participation. Where you may have disclosed information that may pose a risk to the health and safety of others you will be subject to a positive and balanced Individual Risk Assessment. Abingdon & Witney College comply with the principles of Every Child Matters, the Disability Discrimination Act 1995, Health & Safety at Work Act 1974, Data Protection Act 1998, Rehabilitation of Offenders Act 1974 and the Criminal Justice Act 2003.

If you have any queries, please email enquiry@abingdon-witney.ac.uk or telephone The Hub Office on **01235 555 585** or **01993 703 464**.

Help with Fees

Instalment Policy

Students paying their own fees can request to pay by installments provided that:

- » Fees between £150 - £999 are repaid in 3 Equal Installments
- » Fees £1,000+ are repaid in 5 Equal Installments
- » The first installment is made on enrolment
- » The final installment is made prior to the completion of the course
- » Student supplies his/her bank account details and signs a Direct Debit mandate.
- » Student has no outstanding balance of fees from previous years
- » Student has not defaulted on installment/payment arrangements in previous years.

Installment Plans are subject to the following terms and conditions:

- » Students who withdraw from their programme remain liable for full course fees
- » A £20 administration fee will be charged for installment arrangements and will be added to the total fees
- » Installment plans are not available for overseas students, employers or students without a UK bank account.
- » Installments will be collected on the first working day of each month. Where the College is unable to collect payment from the student's bank account the student may be asked to leave their programme of study but will remain liable for payment of any outstanding fees.

Fee Remission/Reduction

Some courses are eligible for a Fee Reduction. In order to claim a reduced fee you must be in receipt of income-based benefits and provide evidence in person on enrolment.

Please contact The Hub on:

01235 555 585 or **01993 703 464** for further advice or email enquiry@abingdon-witney.ac.uk

Learner Support Fund Award

Students who do not qualify for a reduction in fees but who have genuine difficulty in paying for their course may be eligible for a Learner Support Fund Award.

Please contact one of our qualified advisers on:

01235 216308 or **01235 216439** or email advice@abingdon-witney.ac.uk

**Do you need time
and money to learn?
Are you 19 or over?**

ALG

ADULT LEARNING GRANT

Would you like to study full or part-time for your first full Level 2 or Level 3 qualification and receive a weekly allowance of up to £30 per week?

Would you like help and advice on possible study options?

The following incentives are there for you to maximise your learning opportunities: **Level 2 and Level 3 Entitlements (L2E & L3E)**. The Level 2 and Level 3 Entitlements provide free tuition fees for a first FULL level 2 or FULL level 3 qualification. See the 'How to Enrol' section for terms and conditions.

Adult Learning Grant (ALG): ALG is a means tested allowance of up to £30 per week to adults resident in England studying full-time for a first FULL Level 2 or first FULL Level 3 qualification. It's open to everyone aged 19 or over. The allowance grant aims to help those who didn't get up to Level 2 or Level 3 in their initial education and want to get the qualifications they need for their future careers.

For more information please call:

01235 555 585 or
email: enquiry@abingdon-witney.ac.uk